



## REQUEST FOR RECORD (Public, Private, or Protected)

Curtis Koch, MBA, CGFM  
Clerk/Auditor  
Nina Cleere, JD  
GRAMA Coordinator

Requester: \_\_\_\_\_ (identification required for private or protected records)

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Telephone: (\_\_\_\_) \_\_\_\_-\_\_\_\_

This request is made to the Davis County \_\_\_\_\_ (department)

Description of record(s) requested: \_\_\_\_\_

[Attach additional sheet if needed]

### Check all applicable boxes [Attach supportive documents]

- ☐ The record is a public record and must be disclosed.
- ☐ I am the subject of the requested record(s).
- ☐ I am the parent or legal guardian of the subject of the requested record(s).
- ☐ I am the person who submitted the requested record(s).
- ☐ I am authorized to have access to the requested records(s) by a proper and lawful executed power of attorney or release.
- ☐ I am the person to whom disclosure must be made pursuant to a lawful court order.
- ☐ I am the person to whom disclosure must be made pursuant to a lawful legislative subpoena.
- ☐ I request an expedited response to my request:
  - ☐ An expedited response will benefit the public rather than a person
  - ☐ The request is for the purpose of obtaining information for a story or broadcast to the general public.

### Check applicable boxes

- ☐ I wish only to view or inspect the requested record(s).
- ☐ I wish to obtain copies of the requested record(s) and agree to pay copy costs in an amount not exceeding \$ \_\_\_\_\_. If estimated copy costs exceed that amount, I understand that I will be contacted before any copies are made for authorization to proceed.
- ☐ I wish to obtain copies of the requested record(s) and request a waiver of copy costs on the basis that: \_\_\_\_\_

Dated: \_\_\_\_\_, 201\_\_

\_\_\_\_\_  
[Requester's signature]

Received: \_\_\_\_\_

Initials: \_\_\_\_\_

#### Mailing Address:

Davis County Government Clerk/Auditor  
Attn: Nina Cleere  
PO Box 618  
Farmington, UT 84025

#### Contact Information:

Email: GRAMA@co.davis.ut.us  
Phone: 801-451-3277